



Rio Arriba County Detention Center (RACDC) POLICY 030: TOOL CONTROL

All tools to be used at the Rio Arriba County Detention facility shall be inventoried by the Maintenance man and by the shift supervisor at the time the tools are being brought in. It is the policy of the Rio Arriba County Detention facility that all tools are accounted for to ensure that no tools are stolen, lost, or misplaced. Tools pose a serious threat to the security of the facility.

Procedure:

1. The control center officer shall not permit any tool to be brought to the facility until it has been authorized by the shift supervisor.
2. All documentation of tools shall be done on the facility control log.
3. All tools that are broken or misplaced shall be documented.
4. A thorough shakedown of the facility shall be conducted if any tools are not accounted for.